

Disaster Process Checklist for Public Assistance

1. Disaster Occurs (Flooding, Wind Storms, Tornadoes, Ice Storm, Record Snowfall, etc)
2. Local Emergency Response (ex. Search & Rescue, emergency work, debris clearance, initiate standby contracts, etc) **DOCUMENT ALL COSTS.**
3. Local Damage Assessment initiated (Can County resources handle emergency response, damage?)
4. Local Emergency Declaration must be signed by County officials and forwarded to IDHS.
5. Local Public Assistance Damage Assessment initiated (***Applicants fill out IDHS PDA cost forms & return to County EMA*** immediately for possible FEMA assistance)
6. Local Agencies/Departments apply for appropriate emergency/permanent work permits from IDEM, DNR, etc. (This is mandatory if you later apply for FEMA Public Assistance funding.)
7. Local Agencies/Departments proceed with emergency bid contract procedures if necessary. (Two solicited, recorded bids are mandatory to meet STATE criteria for emergency bidding and for FEMA funding.)
8. Local EMA will forward ***Public Assistance Damage Assessment forms*** to IDHS immediately regardless of county damage totals. (There is a 30 day window for IDHS to request disaster assistance with supporting documentation to FEMA)
9. IDHS will total damage for all Counties and prepare a detailed report to Governor & FEMA.
10. Governor will make a State Emergency Declaration if State damages appear to be over \$7.5 million. (State Declaration can be made earlier.)
11. FEMA *Public Assistance* Damage Assessment will proceed if total State/Local damage assessment is \$7.5 million statewide.
12. Governor will request FEMA Disaster Assistance (federal funding) if FEMA PDA is over \$7.5 million.
13. FEMA Regional Recommendation (Governor's Request goes to FEMA National)
14. FEMA National Office Recommendation (Governor's Request goes to President)
15. Presidential Declaration (Federal funding is now available)
16. FEMA will set up Disaster Field Office (DFO) (FEMA/DHS temporary base of operations)

17. Applicant Briefings (with DHS & FEMA) **Request for Public Assistance Form must be filled out by applicant** and turned in to DHS/FEMA within 30 days of Presidents Declaration to meet FEMA eligibility criteria. **All applicants should attend for PA program detail information.** Missed attendance could delay eligibility & program funding!
18. Applicant Kickoff Meetings (FEMA with Applicants) **All program applicants must attend.** Bring disaster documentation for damages incurred to date if possible.
19. Project Formulation for Damage Sites- Project Worksheets (PW's)-by Applicant & FEMA. **Applicant must participate.**
20. Applicant submission of documentation to FEMA PO/PAC and sign off
21. Project approval by FEMA (Regional/National approval- not PO/PAC approval)
22. FEMA closes Disaster Field Office (DFO). **Contact DHS in Indianapolis if questions.**
23. Applicant receives approved Project Worksheets (PW's) & P-4 Certification Form by mail.
24. Applicant **reviews** approved PW's that have arrived in packets by mail.
25. Applicant has 60 days from arrival of PW's to notify DHS of problems/errors/omissions.
26. Applicant has 60 days from receipt of notice to appeal an action (denial of PW) by FEMA.
27. **If all Projects 100% complete with no problems:** Applicant returns completed/signed
24 P-4 to **DHS**. Final reimbursement will be processed upon receipt of completed P-4 for 100 % projects.
28. **If all projects are less than 100% complete**, applicant will be reimbursed for % of work completed with possible advanced funds upon request.
29. Applicant sends Quarterly Progress Reports to IDHS.
30. **If projects are less than 100% complete**, applicant will send actual cost documentation when project is completed along with completed P-4 to DHS. Documentation will be based on forms (paper or digital) found in the DHS Applicant Briefing Handbook along with a summary sheet. Final payment will be based on FEMA Large/Small project criteria.
31. Large projects are subject to final site inspection by Public Assistance Staff.
32. Small projects may have a final site inspection by the Public Assistance Staff.

33. Large Project documentation will be sent to DHS who will forward them to FEMA for final approval before last payment.
34. Final payment will be issued when all FEMA/State criteria has been met by Applicant.
35. Applicant is required by law to keep documentation for 3 years.
36. Applicant will be audited by State Board of Accounts and possibly by FEMA.
37. In the event of overpayment by the STATE the Applicant will return funds upon request.